Intended Audience:
• Teens

Lesson Objectives:
Participants will:
• Learn basic interview skills.
• Practice skills through a mock interview.

Time: 20 minutes

Equipment and supplies:
• Mock Interview Worksheets

Do Ahead:
• Review lesson
• Gather Equipment and Supplies

BACKGROUND
An interview is a two-way exchange, a conversation, in which both participants have some goals. The interviewer wants to select the best candidate(s) for the position. The interviewee (that’s you) wants to determine if the position offers he/she the desired opportunities (example, is this something you want to do?).

One of the biggest mistakes in interviewing is not being prepared. Understand that interviewing is a skill; as with all skills, preparation and practice enhance the quality of that skill. Preparation can make the difference between getting the position and getting rejected.

WHAT TO DO
Activity:
• Lead a discussion with participants using these questions:
  o What positions types of positions have you been required to for in the past?
  o Why have those positions required an interview?
  o Did you prepare for those interviews? If so, how?

TALK IT OVER
Reflect:
• Review basic interview skills with participants.
  o Be Prepared
    ▪ Research the company or position before the interview.
    ▪ Practice by developing answers to potential interview questions. Practice with a friend.
  o Be Engaged
    ▪ Arrive 5-10 minutes early
    ▪ Be friendly and courteous
    ▪ Turn off cell phones
    ▪ Don’t chew gum
    ▪ Avoid nervous habits (hair play, finger tapping)
    ▪ Use Appropriate Body Language
    ▪ Avoid crossing your arms & slouching in your seat
    ▪ Make eye contact
Apply

- Ask participants to begin completing (as time allows) the *Acing the Interview Worksheet*. Have participants select a partner and practice asking/answering interview questions. Practice together.

Please take time to complete the Participant and Facilitator evaluations, found online at go.osu.edu/TeenLeadership20.

### Considerations for Conducting Virtually:

- Email interview worksheet to all active participants prior to the program so they familiarize themselves with the content.
  - Using this approach opens way to discussing the importance of preparation
- Facilitate active discussions thorough Zoom – consider utilizing gifs or graphics to demonstrate “dos and don’ts” of basic interview skills
- Divide participants into groups of three (to maintain rule of 3!) in breakout rooms to conduct mock interviews for their dream job – have one interviewee and two interviewers (or one interviewer, and one person provide feedback!)
Acing the Interview Worksheet

Position you will interview for: __________________________________________________________

- Tell me a little about yourself

- What interests you about this position?

- Tell me about a time when you had to work as part of a team? What was your role & how did you accomplish it?

- Have you ever had a difficult situation with a co-worker or another student at your school? How did you handle it?

Develop one of your own questions for this position with your answer to the question.

- Question:

- Answer: